**Job Title:** Program Scheduler

**Location:** LAUSD – Los Angeles, CA

**Estimate Duration:** Until 11/30/20

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**Roles and Responsibilities**

- Develops and maintains program schedules identifying relationships, logic, milestones, and constraints for construction projects of various types.
- Monitors and actively participates in project and program scheduling issues while administering best practices and standards.
- Obtains accurate and timely program schedule updates from project teams and performs QA/QC on information received.
- Creates and develops conceptual what-if schedules for multiple project types including large complex multi-year projects.
- Performs Critical Path analyses and Earned Value analyses.
- Prepares ad-hoc reports and analyses as directed by management.

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**Minimum Requirements**

**Required Education:**

- Graduation from a recognized college or university with a Bachelor’s degree in Architecture, Engineering, or Construction Management.

**OR**

- Graduation from a recognized college or university with a Bachelor’s degree in any course, but with additional two (2) years of experience in Construction Scheduling to compensate for the required education.

**Required Experience:**

- Eight (8) years full time paid professional experience in Scheduling for an owner or General Contractor, preferably working on multiple educational facilities or public works projects.
- Proficiency in Primavera 15.1 or above and MS Office Suite.
- Experience with projects using Design-Bid-Build and Design-Build project delivery methods.

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**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
Required Skills:

- Excellent written and verbal communication skills
- Superior organizational and planning skills
- Ability to build efficient working relationships with project teams and department staff

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